

## **Adrian Tinsley Program for Undergraduate Research General Guidelines for Oral Presentations**

The purpose of this document is to provide you with **General Guidelines** for giving an oral presentation at the ATP Symposium or NCUR. As these general guidelines may not be directly applicable to your specific project or to your discipline, it is expected that you will **consult extensively** with your mentor on the presentation format that is consistent with your discipline.

Oral presentations will occur in a series of concurrent sessions. All speakers are expected to be present at the time their session begins, and to remain for the entire session. Each presenter will be introduced and the title of your talk will be read by the moderator for your session. You will have 12 minutes for the presentation, and 3 minutes for questions. Your moderator will signal you after 10 minutes, and you will be stopped after 12 minutes.

**General Outline:** The following General Outline for your oral presentation may not be applicable to all students, so be sure to consult with your mentor for the proper format used in your discipline. Although the exact format is up to you and your mentor, the following information is recommended:

- **Title and purpose** of your research project or creative work (including a statement of your goal, hypothesis or research question);
- The **significance** (to your discipline and/or to society);
- A **summary** of your **key research findings** or **creative or artistic products**; and
- Their **relationship to your research question or creative goals**.

If you plan to use power point you must bring your presentation on a CD. Please note that we can not guarantee access to the network drive or to the internet!

Finally, **practice, practice, practice!**

**Title and Abstract Submission:** Your presentation title and abstract must be submitted electronically by the deadline. Your title will be read by your session moderator. If you are giving a power point presentation, your first slide should contain your title, name, and department.

- The **Abstract** is a summary of the paper (150 words max). The Abstract must contain the following summary statements: background, thesis statement OR goal(s) OR the key question(s) to be answered, significance (to your discipline or to society), your research or creative methods, your key results and findings, and the significance of your research findings. Since abstracts are often published separate from the paper, you cannot refer to any figures, tables, or citations in your paper.
- **Introduction:** Your Introduction should describe the research question you wish to answer (the project goal, hypothesis, thesis statement, or question), and a list of objectives (the specific steps you need to take, OR the questions you need to answer, OR what you need to learn or accomplish in order to reach your project goal, hypothesis, or question). Your introduction should summarize the current understanding of knowledge in the field, and on work directly related to your project. You may also want to include an outline of what will be presented and discussed in the body of your presentation.
- **Significance:** What is the significance of your research question? Although you should be able to explain the expected impact on others within your academic discipline and on society in general, the broader potential impact may very well be speculative.

- **Research Methods** or **Experimental Methods (not required in all disciplines)**: If time allows, you may choose to describe the specific methodology used in your research, or describe the detailed experimental or instrumental methods and/or techniques you employed.
- **Results and/or Discussion**: In this section you should present and interpret your research findings, or your creative or artistic work. In some disciplines it is strongly recommended that you use tables, figures, diagrams, pictures, or equations. You should explain either why this information is important to your work, and discuss the relevance of this information in providing an answer to your research question. If relevant, you should compare and contrast differing viewpoints or approaches. Any problems or inconsistencies must be discussed.
- **Conclusion**: This section is typically a factual summary of how your research work supports (or does not support) your hypothesis, or whether your work has provided an answer to your research questions. It may be helpful to restate your specific project goals and objectives, summarize the main points or significant findings, and include a final statement to pull everything together.
- **Future Plans (optional)**: If you intend to continue your work, what do you propose to do next and why?
- **Acknowledgments**: Be sure to thank any individuals who helped you with your research (such as your mentor!), or who provided you with materials or information. If you received financial support from ATP or another granting agency you are required to acknowledge that support.
- **Literature Cited/Bibliography** or **Footnotes (optional)**: In general, for oral presentations a summary of your Bibliography or Literature Cited is not required.